



# **WILLOW BANK INFANT SCHOOL**

## **Key information for parents**

**2019**

### **The school day**

The classroom doors will be open at 8:50am Monday- Friday and the children are encouraged To be on the playground 8.40am ready to line up and enter the classroom at 8.50 am.

School starts and children are registered at 9:00am. Children who are not in class at this time are recorded as late. When the doors are closed please take your child to sign in at the office.

Morning break at 10:40 – 11:00am

Lunchtime at 12:10-1:20pm

School ends at 3:15pm

### **Access to school**

In the mornings and at the end of the school day, the school playground, (where the children line up at the start of the day) may be entered through the pre-school gate off Duffield Road or through the side gate between the Junior and Infant buildings.

### **Family time**

Family time takes place on a rolling timetable of Fridays between 8.40am and 9.00am. It is an opportunity to look at your child's work, share their achievements and talk informally to the class teacher. You may use this time to complete a task given by the teacher or read with your child. Younger members of the family are welcome too. Family time sometimes includes a coffee morning with teachers and headteacher.

### **Absence**

If your child is away from school because of illness please contact the school office – 01189695452 by 8:45am to report their absence.

Outside school hours you are able to leave a message on our answerphone.

Should your child develop sickness or diarrhoea, it is really important that your child is kept away from school for 48 hours from the last episode to minimise infection. It is also important to notify the school should your child develop chicken pox, scarlet fever, measles, German measles or any other contagious illness.

### **Medical Appointments**

If your child has a medical appointments please notify the class teacher in writing. Should the appointment be during the day please come to the school office and your child will be collected from their class.

### **Medicines**

Only prescribed medicines in their original packaging can be given during the school day. Please complete a 'Parental agreement for school/setting to administer medicine' form, which is available from the school office. We can only give medicine at 12.10 or 1.20 pm.

Unless it has been prescribed, we are unable to give children Calpol or Ibuprofen.

### **Holidays during term time**

The Department for Education have advised schools only to authorise leave of absence/holidays in exceptional circumstances and we follow these clear guidelines. A request for leave of absence form can be obtained from the school office. The school will endeavour to respond to your request within 5 working days. Please note that taking your child away during the school term is detrimental to educational progress. Please be aware that if holidays are taken without approval, this information will be passed to our Educational Welfare Officer and a penalty notice may be issued without further warning. Payment of a Penalty notice within 21 days is £60 per parent/ guardian per child. More details are available on the Wokingham Council; website or from the Educational welfare service.

### **Extended School services (Breakfast and After School club)**

There are two extended school services. Get Active run the infant Breakfast and After School Club and Energy Kidz run a Breakfast and After School club that serves both infant and juniors . Breakfast club opens at 7.30 am and staff ensure that the children arrive safely into the care of Willow Bank Infant staff. Children who attend After School club are either collected from our school by Energy Kidz and escorted to the club premises at the Junior school or attend the Infants Club in the school ICT Suite Children need to be collected by 6.00 pm .For further details see:

<https://www.energy-kidz.co.uk>

<https://www.getactivesports.com>

### **After School Activities**

We have a wide range of popular extra-curricular after school clubs that include dance, gym, football, sports club and cooking club. We do advise that Foundation children only start extra-curricular clubs in January.

### **Lunches**

Pupils have the option of either bringing a packed lunch to school or having a free hot meal.

Packed lunches must not contain nuts of any kind including peanut butter and Nutella as this can affect children who have a nut allergy. We also ask that parents do not include chocolate or sweets in the lunches they provide in line with our Healthy Schools status.

During the 2019/20 academic year, school meals for infant school children remain free of charge. All meals are provided by CaterLink, who also provide the Junior School's meals, in line with current Government guidelines. We encourage parents to take advantage of the free school meal option as it will provide your child with a hot nutritious meal that will sustain them until the end of the school day. A copy of the menu can be found on the school website or in reception.

### **Universal Free School Meals**

With effect from September 2014, the government's initiative for universal free school meals for all Foundation and KS1 children began. All children within these year groups are currently eligible for a free school meal.

### **Pupil Premium Funding**

Pupil Premium is additional funding provided to schools for supporting pupils to ensure they benefit from the same opportunities as all other children.

Children eligible to attract the Pupil Premium Funding are:

- Pupils eligible for Free Schools Meals (Government means testing)
- Adopted children
- Children under special guardianship
- Children under Residence Order
- Looked after children
- Children of Service Personnel

This funding may be used in the following ways:

- Subsidise educational visits
- Intervention support in class
- Subsidise extended school clubs (Breakfast and After School clubs and activities)
- Specialist services

However, we strongly advise and encourage you to still apply for a free school meal if you think you may be eligible, as this will generate additional funding from the Local Authority -**Pupil Premium** -to help address inequalities in pupil achievement and opportunity. Funding reflects the number of pupils in school who currently receive Free School Meals or have received Free School Meals during the last six years. You may be asked to complete an application for Free School Meals Form, with the following essential information.

- Full name of parent/guardian
- Date of Birth of parent/guardian
- National Insurance Number of parent/guardian
- Child's Name
- Child' Date of Birth

### **Fruit and Milk**

Fresh fruit is available for your child at playtime every day. However, if you prefer to send your own fruit or vegetables that is fine.

Children under 5 are entitled to free daily milk but there is the opportunity to pay for your child to have milk beyond this age. See the Cool Milk application form for further details.

### **Water**

Children are encouraged to drink water throughout the day. Please provide your child with a water bottle that is clearly labelled with their name. Please make sure only water is sent in rather than squash.

**Helping in school**

Parents are encouraged to help in the school on a voluntary basis in a variety of ways. We welcome them to work alongside the teachers in the teaching areas. They also play a major part in the running of the school library. There is a handbook for all parents to look at before they help in school. This is kept in the office. All volunteers are DBS checked. We do advise our new parents to wait a term before helping to give their child a chance to settle into school life.

**Gem Power**

Children will be encouraged to demonstrate:

- Diamond Power – being responsible and trying to solve their own problems rather than relying on an adult;
- Ruby Power – supporting and helping others;
- Emerald Power – being courageous and sticking with it even when it gets tough.
- Sapphire Power – Keeping focused

These gems will be introduced gradually throughout your child's time at Willow Bank Infant School.

**Toys**

No toys should be brought to school other than those brought in connection with work the children are doing. These should then be given to the teachers for safekeeping and should be marked with the child's name. We cannot accept liability for any loss or damage of toys brought into school.